

How to Conduct Direct Certification Using State Match

STEP-BY-STEP INSTRUCTION

Revised June 2020

Professional Standards Learning Code: 3120





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using State Match

Key Area: 3000 – Administration

Learning Codes: 3120

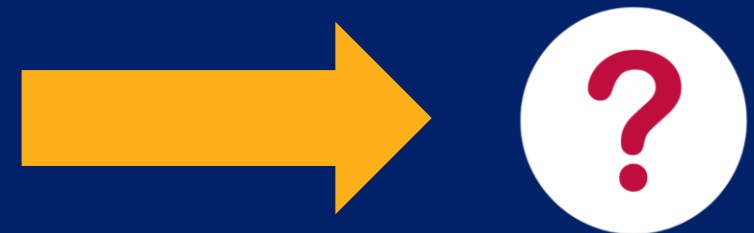
Length: 15 minutes

Objectives

At the end of this training, attendees should be able to:

- understand how to conduct CNP Direct Certification using State Match; and
- be aware of common errors that arise using this search method.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



How to Conduct Direct Certification Using State Match

This Step-by-Step Instruction will include:

Overview of CNP Direct Certification	Slides 6 – 10
Log Into CNP Direct Certification	Slides 11 – 19
State Match	Slides 20 – 27

The following slides will only cover how-to instructions for State Match. Please refer back to the [ADE Online Training Library](#) for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of CNP Direct Certification



Overview of CNP Direct Certification

Direct Certification

Direct Certification is the process of determining which students are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will automatically receive free meal benefits without submitting a household application.

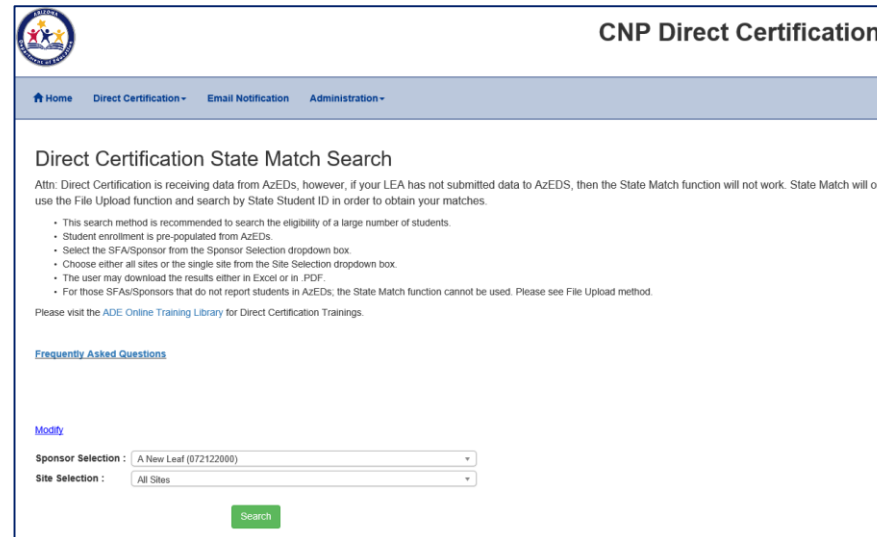
ADE houses an online computer matching system called **CNP Direct Certification** which allows SFAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.

Overview of CNP Direct Certification

State Match

This method is recommended to search the eligibility of a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data*. This format is best utilized to conduct direct certification throughout the school year.



The screenshot shows the 'CNP Direct Certification' web application. At the top left is the ADE logo. The title 'CNP Direct Certification' is at the top right. Below the title is a navigation bar with links: Home, Direct Certification (selected), Email Notification, and Administration. The main content area is titled 'Direct Certification State Match Search'. It includes a warning: 'Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDs, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.' Below this is a bulleted list of instructions: 'This search method is recommended to search the eligibility of a large number of students.', 'Student enrollment is pre-populated from AzEDs.', 'Select the SFA/Sponsor from the Sponsor Selection dropdown box.', 'Choose either all sites or the single site from the Site Selection dropdown box.', 'The user may download the results either in Excel or in PDF.', and 'For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File Upload method.' A link to 'ADE Online Training Library' is provided. Below the instructions is a 'Frequently Asked Questions' link. Further down is a 'Modify' link. At the bottom are two dropdown menus: 'Sponsor Selection' (currently showing 'A New Leaf (072122000)') and 'Site Selection' (currently showing 'All Sites'). A green 'Search' button is located at the bottom right of the form area.

** If your school does not report AzEDS data to ADE, the State Match format will not provide results and will show zero (0) students and matches.*

When is it recommended to use State Match to conduct direct certification?

- A) When a large number of students is being searched and the school reports student data to AzEDS.
- B) When a large number of students is being searched and the school does not report student data to AzEDS.
- C) When a small number of students is being searched.



When is it recommended to use State Match to conduct direct certification?

- A) When a large number of students is being searched and the school reports student data to AzEDS.**
- B) When a large number of students is being searched and the school does not report student data to AzEDS.
- C) When a small number of students is being searched.

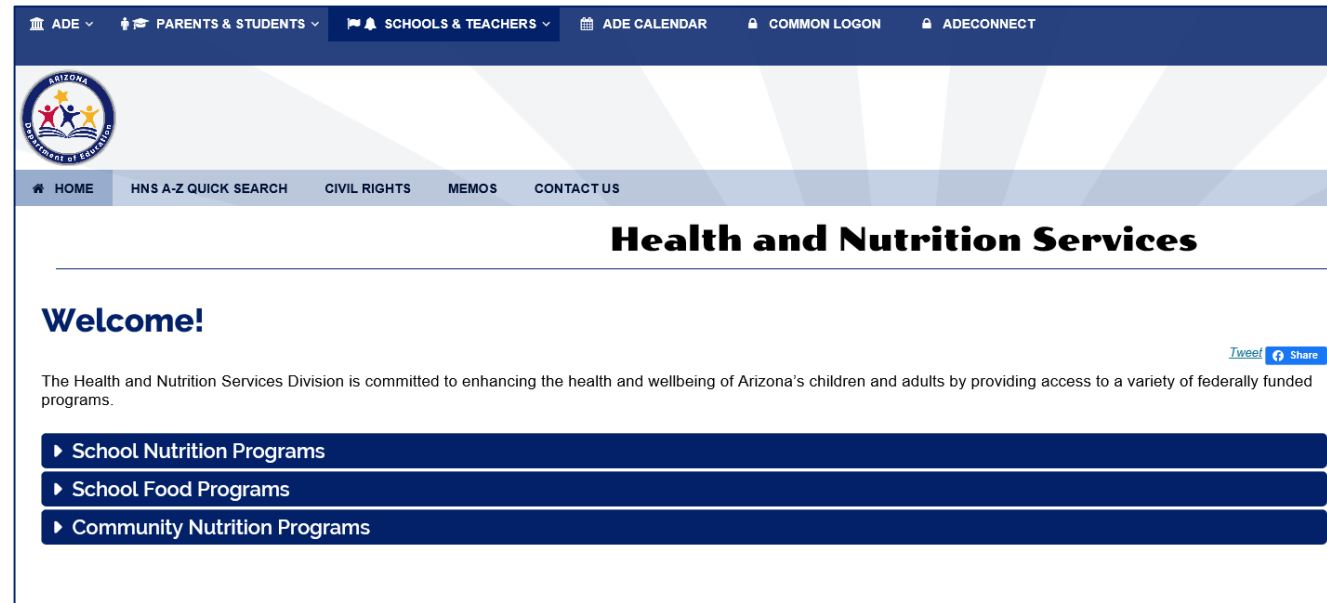
State Match should be used when a large number of students, or the entire population of a school or district that reports student data to AzEDS, is being searched. The State Match format will show zero results when used by an SFA that does not report student data to AZEDS.

Log Into CNP Direct Certification



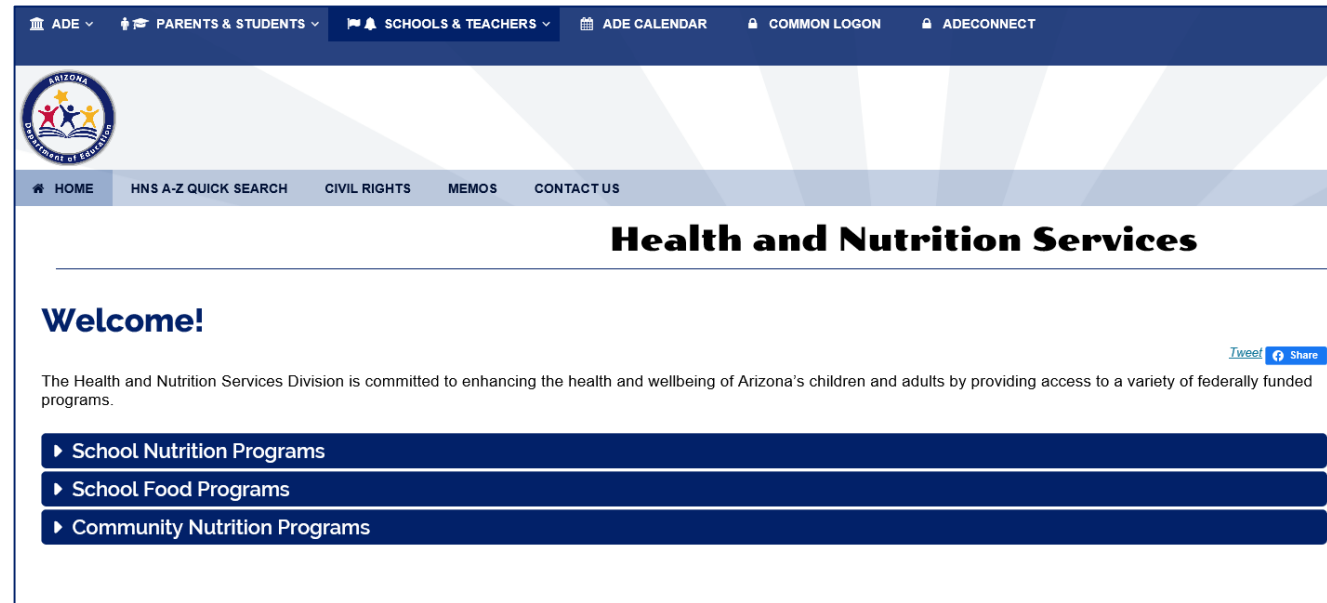
Log Into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/hns/>.



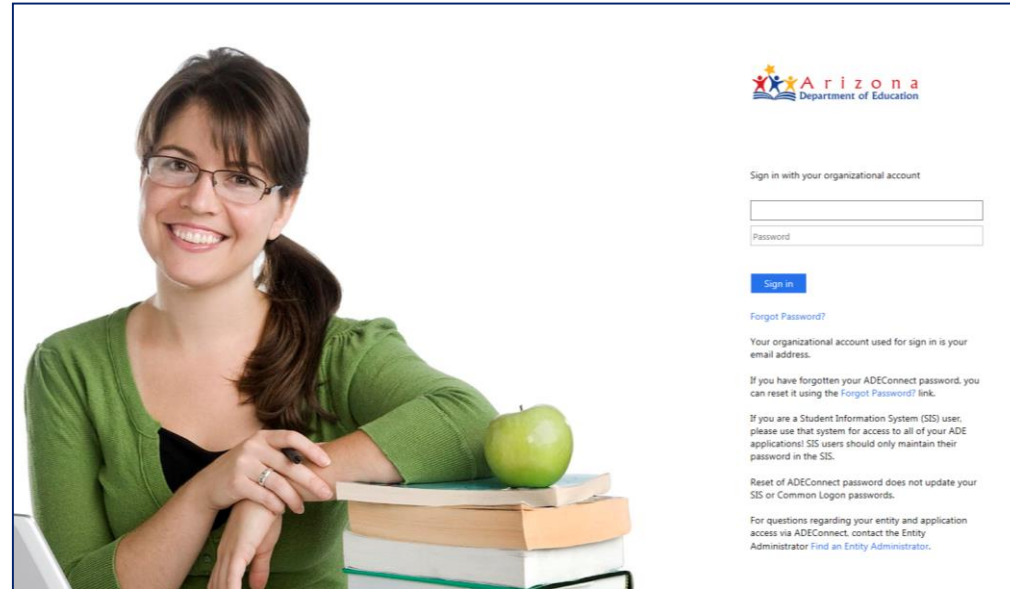
Log Into CNP Direct Certification

2. Click on ADEConnect found at the top of the webpage.



Log Into CNP Direct Certification

A new webpage will load. It should look like this screen:




You must have a username and password in order to ADEConnect*

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log Into CNP Direct Certification

3. Enter your username and password.



Sign in with your organizational account

Password

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

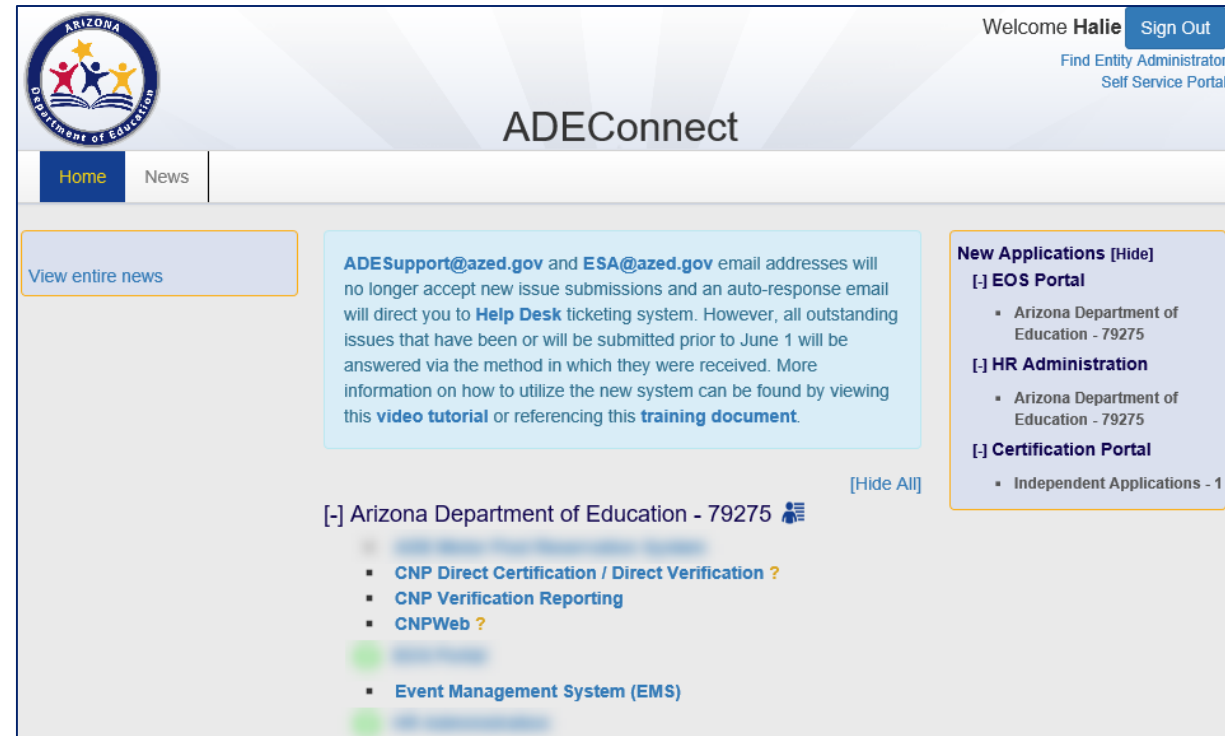
Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

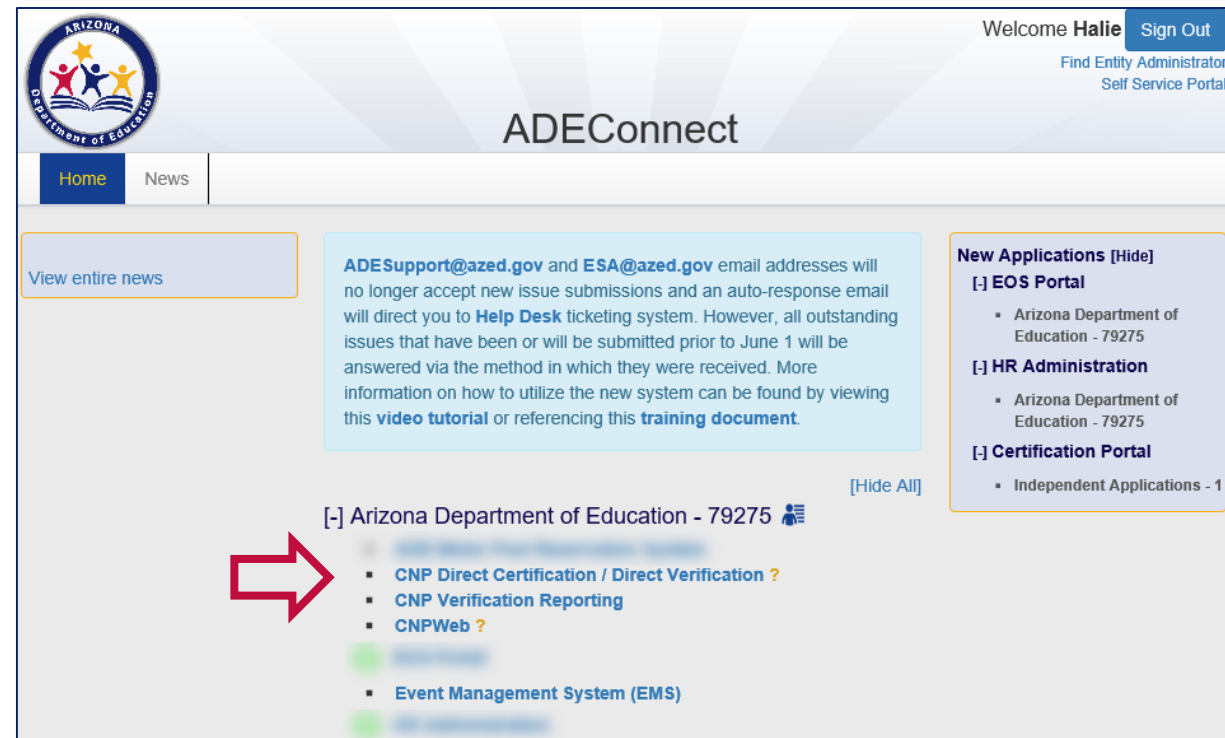
Log Into CNP Direct Certification

You have successfully logged into ADEConnect. After logging in, the webpage will display all accessible ADEConnect applications.



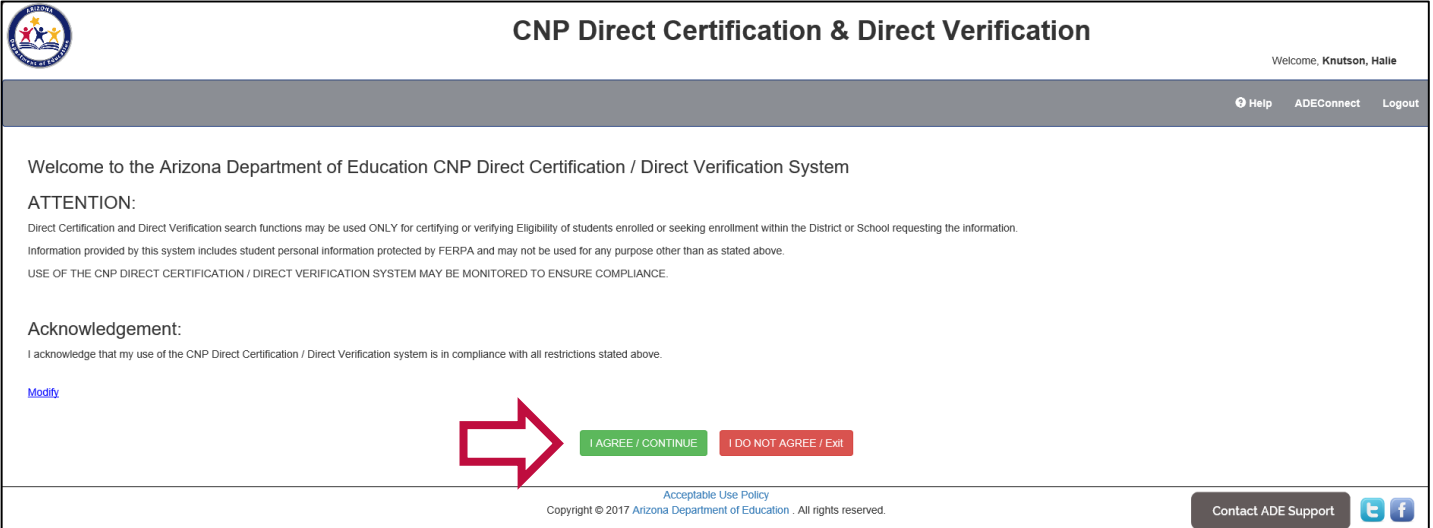
Log Into CNP Direct Certification

4. Click on CNP Direct Certification / Direct Verification.



Log Into CNP Direct Certification

You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



The screenshot shows the login page for the CNP Direct Certification & Direct Verification system. The header includes the Arizona Department of Education logo, the system title, and a welcome message for user Knutson, Haile. A navigation bar contains links for Help, ADEConnect, and Logout. The main content area includes a welcome message, an attention section with FERPA compliance information, and an acknowledgement section. A red arrow points to the 'I AGREE / CONTINUE' button. The footer contains a link to the Acceptable Use Policy, copyright information, and a contact support button with social media icons.

CNP Direct Certification & Direct Verification

Welcome, Knutson, Haile

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

ATTENTION:

Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.

Information provided by this system includes student personal information protected by FERPA and may not be used for any purpose other than as stated above.

USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION SYSTEM MAY BE MONITORED TO ENSURE COMPLIANCE.

Acknowledgement:

I acknowledge that my use of the CNP Direct Certification / Direct Verification system is in compliance with all restrictions stated above.

[Modify](#)

I AGREE / CONTINUE **I DO NOT AGREE / Exit**

[Acceptable Use Policy](#)
Copyright © 2017 Arizona Department of Education . All rights reserved.

Contact ADE Support [t](#) [f](#)

User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE in order to proceed to CNP Direct Certification.*

Log Into CNP Direct Certification

You will then be brought to a new screen where you must select CNP Direct Certification by clicking on the **Proceed to Direct Certification >>>** button.

The screenshot shows the 'CNP Direct Certification & Direct Verification' web application. The header includes the Arizona Department of Education logo, the title 'CNP Direct Certification & Direct Verification', and a welcome message 'Welcome, Knutson, Halie'. Navigation links for 'Home', 'Help', 'ADEConnect', and 'Logout' are present. The main content area is divided into two columns. The left column, titled 'Direct Certification', contains text explaining the process, a list of required actions (at the beginning of the school year, three months after initial effort, and six months after initial effort), and a 'Modify' link. A red arrow points to the 'Proceed to Direct Certification >>>' button at the bottom of this column. The right column, titled 'Direct Verification', has a yellow background and includes the text 'Available October 1st', a detailed explanation of the verification process, and a 'Modify' link. It also features a 'Proceed to Direct Verification >>>' button. The footer contains an 'Acceptable Use Policy' link, copyright information for 2017, and a 'Contact ADE Support' button with social media icons.



State Match



State Match

Arizona Education Data Standards (AzEDS)

Arizona Education Data Standards (AzEDS)- Arizona Department of Education's (ADE's) information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

State Student ID- ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.


Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students. This will be the result of all search methods using Student State IDs such as File Upload using Student State IDs and Individual Student Lookup using State Student IDs.

State Match

CNP Direct Certification Homepage

Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:



CNP Direct Certification

Welcome, Knutson, Halie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

Direct Certification Updates - April 2, 2020

The United States Department of Agriculture COVID-19: Child Nutrition Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs. Arizona Department of Education elects the use of this waiver extending the due date for School Food Authorities to submit the annual school-level identified student and enrollment data elements to the Arizona Department of Education, from April 15 to **June 15, 2020**. This waiver also extends the deadline for LEAs to elect CEP for the upcoming school year (PY2021) from June 30 to **August 31**. Please reference [HNS10-2020](#) for further details.

Direct Certification Updates - July 1, 2019

Welcome to school year 2020. State Match searches will not be available until your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).

All file uploads will be available beginning July 2, 2019.

For Direct Certification Best Practices, please review the following webinar: [Direct Certification Best Practices](#)

Direct Certification Updates -March 29, 2019:

April 1 data must be collected and reported no later than April 15th for Annual Public Notification and Data Submission for all LEAs

All LEAs collect student information for each site. This includes the total number of identified students and the total number of enrolled students at each NSLP site.

The identified students are students directly certified through SNAP, TANF, and FDIPIR participation as well as homeless students on the liaison list, Head Start, pre-K Even Start, migrant youth, runaway, and non-applicant's approval by local officials identified through means other than an application. Foster children certified through means other than an application are also included as well as students certified for free meals based on a letter provided by the SNAP agency. Students who are categorically eligible based on information, such as a case number or, submitted through a free and reduced-price application are NOT included. Students certified for free or reduced-price meal benefits based on a household application are NOT included.

Enrolled students are students who are enrolled and attending schools, and have access to at least one meal service (School Breakfast Program (SBP) or NSLP) daily. The number of enrolled students includes all students with access to the SBP or NSLP, and not just those students participating in the programs.

Step by step instruction on completing this requirement is detailed in memo <https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dc250c085f1508>">HNS 03-2019 Annual Public Notification and Data Submission for All LEAs-Community Eligibility Provision

Help Video for CEP Data Collection Tool:
[CEP Data Collection Tool Help Video](#)

AUTOMATED MATCHING

CNP Direct Certification system now conducts automated searches and provides users who opt-in to the email subscription, a notice when a new match has been found. The automated system searches records nightly for new matches. Users must opt-in to the email subscription to receive these notifications. To opt-in click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.

State Match

Choose State Match

To start a search using the State Match method, go to the *Direct Certification* drop-down and select *State Match*.




The screenshot shows the 'CNP Direct Certification' application interface. At the top, there is a header with the Arizona Department of Education logo, the title 'CNP Direct Certification', and a user greeting 'Welcome, Knutson, Haile'. Below the header is a navigation bar with links: Home, Direct Certification (selected), Email Notification, and Administration. On the right of the navigation bar are links for Help, ADEConnect, and Logout. A dropdown menu is open under 'Direct Certification', showing options: File Upload, State Match (highlighted in blue), Individual Student Lookup, Comprehensive Reports, Search History, and CEP Data Collection. The main content area contains several paragraphs of text, including a welcome message for school year 2020, information about file uploads, and a section titled 'Direct Certification Updates - March 29, 2019' which details data submission requirements for LEAs.

State Match

Select a Sponsor

A new screen will load. On the left side of the screen there is the *Sponsor Selection* drop-down where you will choose your SFA.



**CNP Direct Certification**

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AzEDs.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File Upload method.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection :


Site Selection :

State Match

Select a Site

When using the State Match method, there is the option to conduct direct certification on a single site. On the left side of the screen there is the *Site Selection* drop-down where you can select a particular site within your LEA.





CNP Direct Certification

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AzEDs.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File Upload method.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection :

A New Leaf (072122000)

Site Selection :

All Sites

Search

State Match

Search

To complete a direct certification State Match search, click *Search* underneath the two drop-downs.

CNP Direct Certification

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AzEDs.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File Upload method.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection :

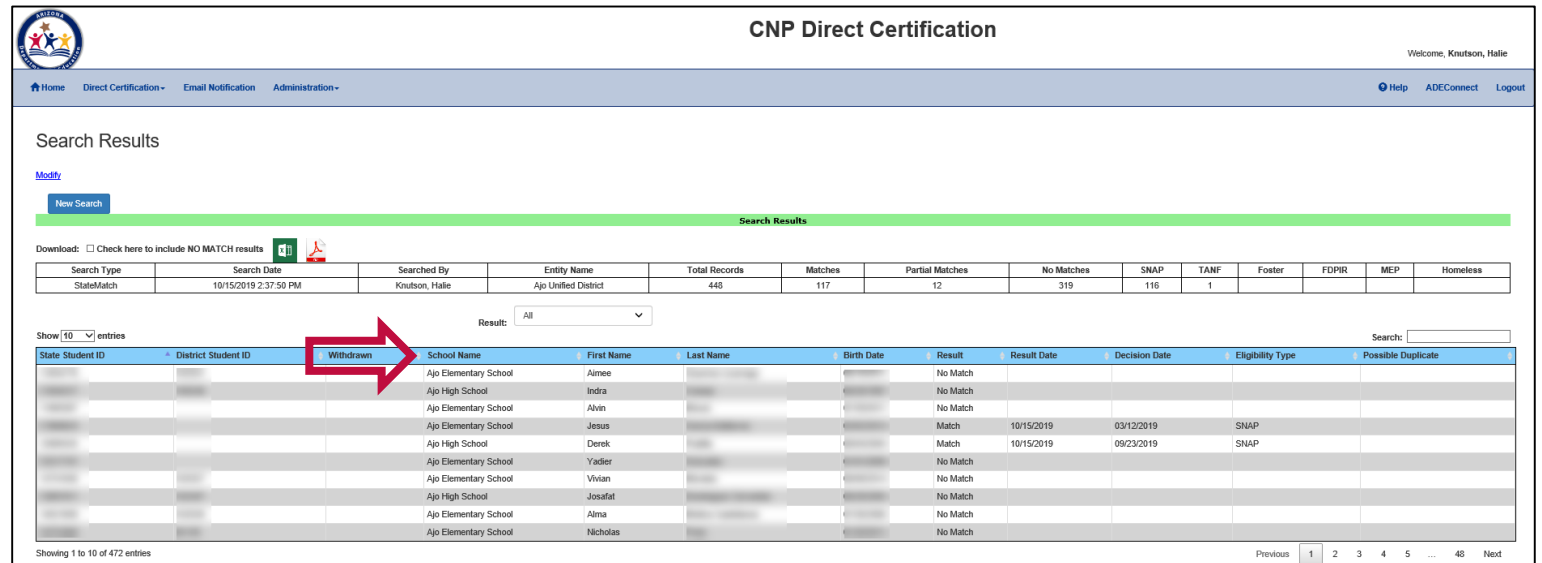
Site Selection :

[Search](#)

State Match

Results

Once the search has been conducted, the screen will refresh to this page that displays the search results. Please note that in this example, no sites were selected and the entire LEA was searched. Because of this, there will be multiple schools listed in the *School Name* column.



CNP Direct Certification

Welcome, Knutson, Halle

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

Search Results

[Modify](#)

[New Search](#)

Download: ☐ Check here to include NO MATCH results

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
StateMatch	10/15/2019 2:37:50 PM	Knutson, Halle	Ajo Unified District	448	117	12	319	116	1				

Result: All

Show 10 entries

State Student ID	District Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Result Date	Decision Date	Eligibility Type	Possible Duplicate
			Ajo Elementary School	Aimee			No Match				
			Ajo High School	Indra			No Match				
			Ajo Elementary School	Alvin			No Match				
			Ajo Elementary School	Jesus			Match	10/15/2019	03/12/2019	SNAP	
			Ajo High School	Derek			Match	10/15/2019	09/23/2019	SNAP	
			Ajo Elementary School	Yadier			No Match				
			Ajo Elementary School	Vivian			No Match				
			Ajo High School	Josafat			No Match				
			Ajo Elementary School	Alma			No Match				
			Ajo Elementary School	Nicholas			No Match				

Showing 1 to 10 of 472 entries

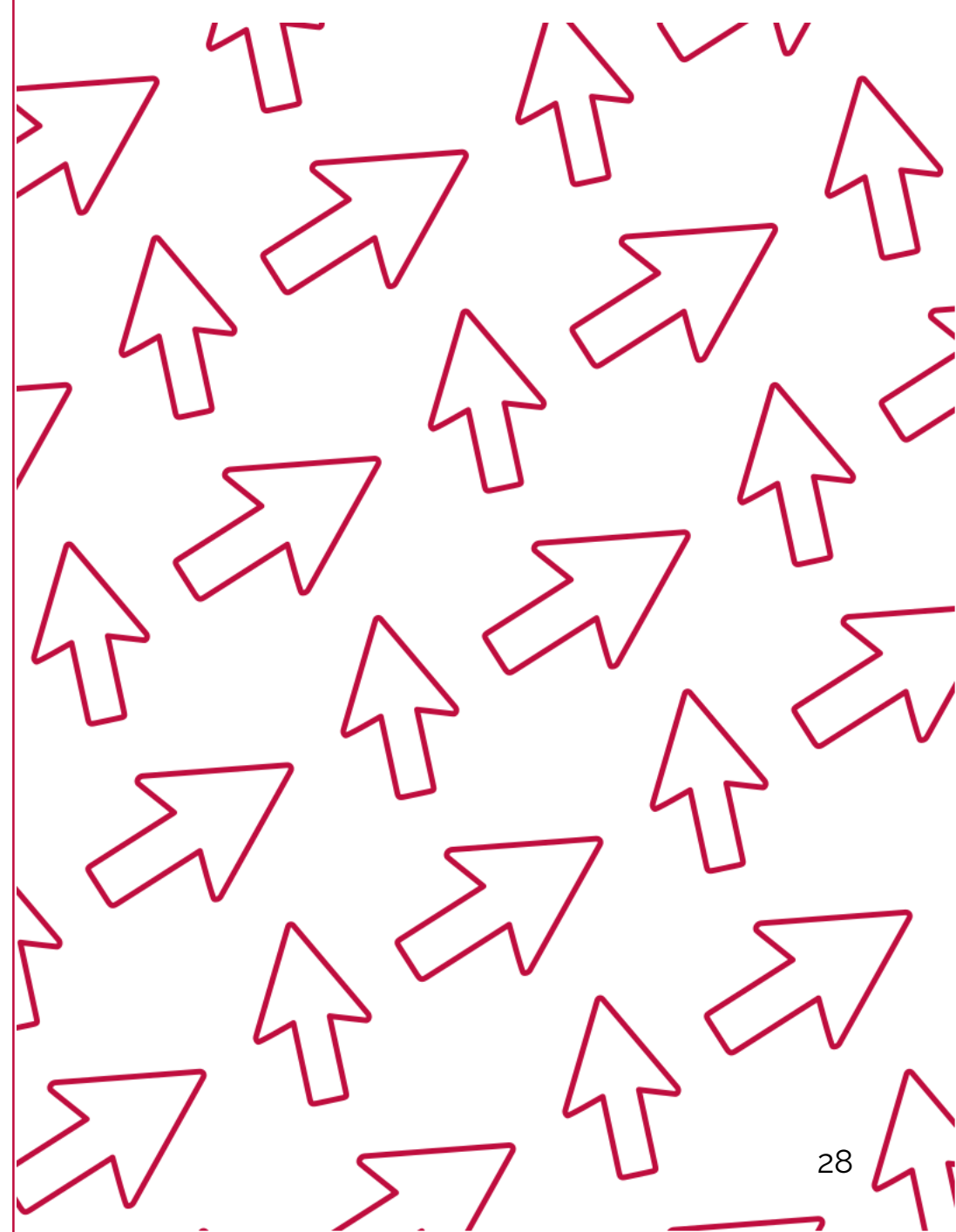
Previous 1 2 3 4 5 ... 48 Next

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use the various other How-To Guides at:

<https://www.azed.gov/hns/nslp/programguidance/>

For other questions about Direct Certification, please contact your School Nutrition Programs Specialist.



Congratulations

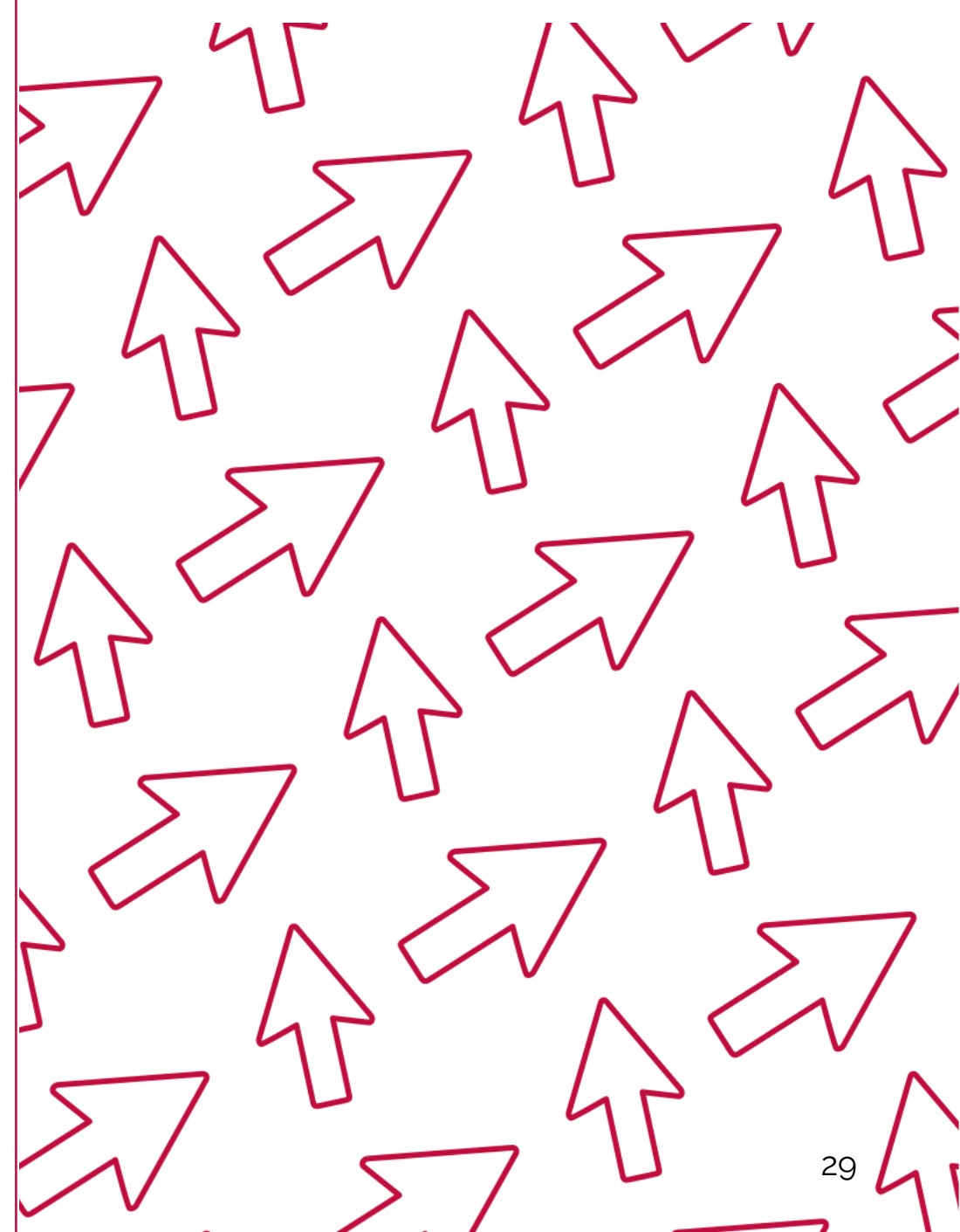
You have completed the Step by Step Instruction:
How to Conduct Direct Certification Using State Match.

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Conduct Direct Certification Using State Match
- **Learning Code:** 3120
- **Key Area:** 3000 – Administration
- **Length:** 15 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



Training Certificate

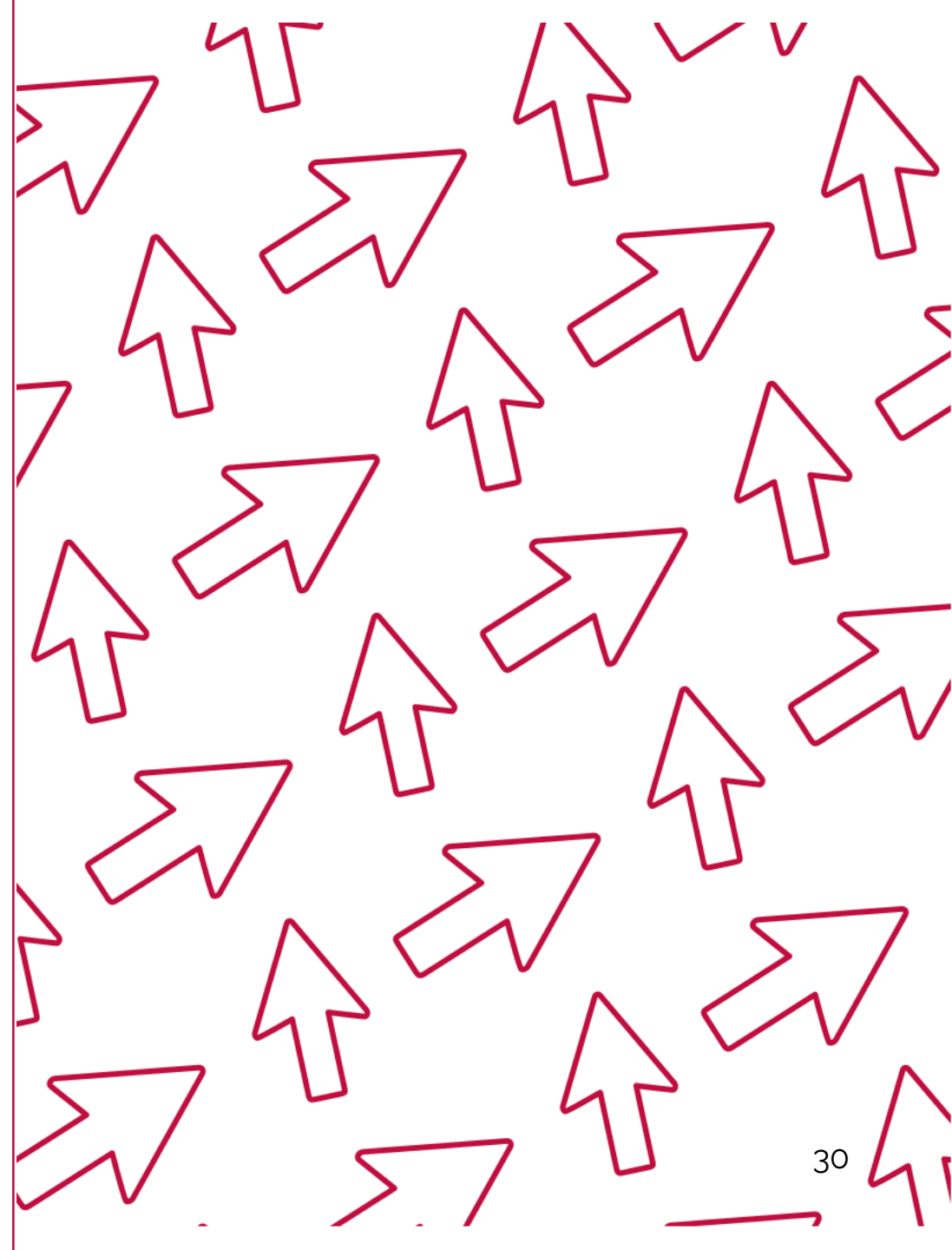
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: ***How to Conduct Direct Certification Using State Match***
- Professional Standards Learning Code: **3120**





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.